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Chief, Biographic Register

2 August 1951

AD/CD

Service provided by BR

1. A single phone inquiry from outside of OCD, whether from the Director or from a GS-3 in some other office, if handled abruptly or discourteously or inefficiently can do harm to BR and OCD which months of effort will not erase.

25X1

2. Please pass the attached memorandum, together with this one, to Mr. []

25X1A

3. If there are any doubts in Mr. [] mind as to just how these instructions apply to the job which he now holds, tell him that he is welcome to bring them to me and that I shall be happy to resolve them for him.

25X1A

Enclosures

James M. Andrews

25X1A

cc: Col. []

RC
OAD/CR
Box 6, Jhr 58-95
Chon '51